

CIVILIAN DRUG AND ALCOHOL ABUSE REPORT			REPORT CONTROL SYMBOL	
A. GENERAL INFORMATION				
1. REPORTING PERIOD			2. DATE SUBMITTED	
FROM			TO	
3. NAME AND AUTOVON NUMBER OF PERSON PREPARING REPORT				
4. NAME OF REPORTING INSTALLATION			5. LOCATION OF REPORTING INSTALLATION	
B. EMPLOYEE POPULATION INFORMATION				
CATEGORY			TOTAL NUMBER	
1. U.S. CITIZEN APPROPRIATED FUND				
2. U.S. CITIZEN NONAPPROPRIATED FUND (Do not include off-duty military personnel)				
3. NON U.S. CITIZEN PANAMA (Appropriated and nonappropriated fund)				
4. TOTAL EMPLOYEE POPULATION				
C. COUNSELING DATA				
CATEGORY		ALCOHOL ABUSE	DRUG ABUSE	OTHER
1. NEW OR REOPENED CASES COUNSELED BY SOCIAL ACTIONS OR MEDICAL PERSONNEL OR OTHER COUNSELING SPECIALISTS				
2. EMPLOYEES HELPED BY COUNSELING (Restoration to acceptable job performance)				
3. EMPLOYEES NOT HELPED BY COUNSELING (Provide disposition below)				
A. RETIRED				
(1) OPTIONAL				
(2) DISABILITY				
(3) OTHER				
B. INVOLUNTARILY SEPARATED				
(1) UNSATISFACTORY PERFORMANCE				
(2) MISCONDUCT				
(3) REDUCTION-IN-FORCE				
(4) DEATH				
(5) OTHER				
C. VOLUNTARILY SEPARATED				
(1) RESIGNATION				
(2) TRANSFER				
(3) OTHER				
D. REMAINED WITH AGENCY				
(1) DEMOTION				
(2) REASSIGNMENT				
(3) SUSPENSION				
(4) REPRIMAND				
(5) ACTION PENDING				
(6) OTHER				
4. EMPLOYERS FOR WHOM IT IS TOO EARLY IN COUNSELING PROGRAM TO TELL IF THEY HAVE BEEN HELPED				

D. LEVEL OF EFFORT			
TOTAL NUMBER OF STAFF MEMBERS		2. ESTIMATED STAFF YEAR OF PROGRAM IMPLEMENTATION AND OPERATION	
FULL-TIME	PART-TIME		
E EDUCATION AND TRAINING INFORMATION			
CATEGORY	NUMBER A	HOUR B	COST C
1. MANDATORY ORIENTATION OF NEW EMPLOYEES			
2. MANDATORY TRAINING GIVEN TO SUPERVISORS			
3. TRAINING FOR PROGRAM COORDINATORS			
4. MANDATORY ORIENTATION OF EMPLOYEES, AND FAMILY MEMBERS ASSIGNED IN FOREIGN COUNTRIES			
5. EDUCATION OF NONSUPERVISORY EMPLOYEES			
F. OTHER			